

**Philadelphia HIV Integrated Planning Council
Executive Committee**

June 26, 2017

2:00-4:00p.m.

Office of HIV Planning, 340 N. 12th Street, Suite 320, Philadelphia, PA 19107

Present: Katelyn Baron, Jen Chapman, Alan Edelstein, Gerry Keys, Adam Thompson

Staff: Mari Ross-Russell, Briana Morgan, Jennifer Hayes

Call to Order: K. Baron called the meeting to order at 2:15p.m.

Welcome/Introductions: K. Baron welcomed committee members and guests. Those present then introduced themselves.

Approval of Agenda: K. Baron presented the agenda for approval. **Motion:** G. Keys moved, A. Edelstein seconded to approve the agenda. **Motion passed:** All in favor.

Approval of Minutes: K. Baron presented the May 23, 2017 meeting minutes for approval. **Motion:** A. Thompson moved, A. Edelstein seconded to approve the minutes. **Motion passed:** All in favor.

Report of Staff: M. Ross-Russell reported that the Philadelphia Eligible Metropolitan Area (EMA) had received their Notice of Grant Award. She stated that, at the upcoming Finance Committee meeting, the Planning Council (HIPC) would approve this year's allocations, review next year's allocations materials, and hear both quarterly and year-end reports from the grantee. She said that the meeting would be held on July 6th. She noted that the allocations meetings had been scheduled for July.

Discussion Items:

- **Bylaws**

K. Baron said that the Executive Committee had discussed making changes to the bylaws at their last meeting, specifically to the sections about co-chairs.

B. Morgan stated that the HIPC had received the bylaws with proposed updates at their May meeting. She said that there was a 30-day review period for bylaw changes, so the group would be voting on them in July. She noted that the Executive Committee had discussed making some changes to the bylaws that would have to be proposed as amendments during the July meeting. She noted that she'd distributed handouts containing potential language for the amendments, based on the Executive Committee's conversation at their last meeting.

B. Morgan explained that the Executive Committee had discussed whether there would be 3 or 4 co-chairs, including the governmental co-chair. She stated that there was also discussion of representation categories for the co-chairs: for instance, whether one co-chair position should be reserved for a prevention representative or a person living with HIV/AIDS (PLWHA). She added

A. Thompson emphasized that the current Planning Council orientation provided training for meeting participation but not leadership. He said leadership development would ensure that members of the Planning Council were adequately prepared to hold a leadership position.

A. Thompson asked if the group was comfortable moving all co-chair elections to September 2018, and having all current co-chairs serve until then. M. Ross-Russell said that all 3 community co-chairs would then be up for election at the same time. She stated that staggered co-chair terms were also important in order to ensure that one co-chair position expired at a time. She said that it needed to be clear that Planning Council members needed to go through leadership training if they wanted to be nominated for a leadership position, if that was a requirement the group wanted to add.

K. Baron suggested that the Executive Committee be charged with the task of developing a leadership training. A. Thompson stated that the Positive Committee should also be involved. K. Baron asked if the Executive Committee should propose the amendments to the bylaws at the July Planning Council meeting. B. Morgan said that the bylaws would be up for a vote at the July meeting, with or without the amendments. She noted that the bylaws currently specified that there would be 4 co-chairs. M. Ross-Russell added that the OHP website could not be updated until the bylaws were approved.

A. Thompson said the Executive Committee needed to make decisions about co-chair elections, the definition of "consumer," and whether or not there would be a designated chair for both prevention and care. M. Ross-Russell noted that members of the HPG had felt strongly that prevention needed to be represented in the Planning Council following integration. She reiterated that eliminating the prevention co-chair position might increase the possible feeling of alienation.

A. Thompson suggested that the group explain that they currently wanted to preserve the prevention co-chair position for the purpose of representing prevention voices. He stated that, during the next elections, the Planning Council would be invited to nominate co-chairs with no sharp distinction between care and prevention. K. Baron suggested that the co-chairs of the Planning Council make a presentation to the membership about the co-chair positions and potential changes.

A. Thompson asked if this conversation should take place in the Positive Committee. M. Ross-Russell stated that the Positive Committee was intended to empower consumers to participate in the planning process. She said that the co-chair who represented PLWHA did not have to come from the Positive Committee. She noted that some co-chairs in the past did not disclose their status to the Planning Council. Therefore, the Planning Council did not know which co-chair was a consumer.

K. Baron said that, currently, the bylaws required that one co-chair be HIV-positive and one represent the HIV care system. She reviewed the list of suggested amendments in the handout. B. Morgan noted that the suggestions in the packet reflected the different proposals the Executive Committee had made about the co-chairs.

A. Thompson suggested that the group present the idea that in September 2018 there would be only 2 community co-chairs, with the preference that one would be a PLWHA. He said they could then gather feedback from the Planning Council about the potential change. M. Ross-Russell asked if the group intended to change the existing language in the bylaws regarding 4 co-chairs. A. Thompson asked if they'd like to specify that there would be 4 co-chairs until September 2018.

M. Ross-Russell suggested leaving the language as contained in the bylaws currently under review and revisiting it at a later date, and asking the Planning Council to vote to extend the co-chair terms until September 2018. She said they could present their intention that the number of community co-chairs be reduced to 2 in September 2018, with a provision for staggered terms. B. Morgan said that, if this was the intention, it should be clear that the Planning Council would revisit the bylaws by September 2018.

M. Ross-Russell noted that there wasn't much that could currently be done to the bylaws, considering prevention was so new as a component of the larger body, that would not alienate anyone. She noted that individual committees had their own processes for electing leaders.

B. Morgan noted that language in the current bylaws about co-chair elections would be problematic in light of the proposed extension of the co-chair terms. A. Thompson asked the committee if they'd like to leave the bylaws as they were but explain their intentions for revisiting the bylaws in September 2018. K. Baron asked if the Planning Council co-chairs could take on this explanation in their brief training at the beginning of the Planning Council meetings. A. Thompson suggested asking members to prepare for the conversation by discussing amongst themselves and in committees how they felt "consumer" should be defined. He said this may alleviate potential fears.

B. Morgan asked the committee if they'd still like to make the amendment that removed the word "volunteers" in describing alignment of consumers to accurately reflect the Ryan White manual. K. Baron stated that this change would fall under Alternate Proposal A. She said they'd address the other proposed amendments at a later date. She stated that the Executive Committee would bring the item as a friendly amendment to the bylaws at the July HIPC meeting. She added that they'd also propose a vote to extend the co-chair terms, and explain their intent to change the co-chair structure in the future.

B. Morgan stated that the group would bring the changes as a motion from the Executive Committee.

Motion: K. Baron moved, J. Chapman seconded that the group recommend that the Planning Council adopt Alternate Proposal A under "possible consumer participation amendments" on the bylaws handout. **Motion passed:** All in favor.

M. Ross-Russell suggested that the committee explain their rationale for extending the co-chair positions to September. She said that, by September 2018, the Planning Council would have been integrated for a full year. She stated that the Planning Council would be able, in that time,